

Instructions for Completing the Diplomacy Fellows Program (DFP) Application Package

Please send only the application materials requested. Additional materials will be discarded. Please follow instructions carefully to avoid errors that may delay or invalidate your application. Because many of the forms are machine-scored, please use only original forms that you have received by mail or downloaded and printed directly. Do not send a photocopy, facsimile, or electronic version, nor use a dot-matrix printer.

Print your responses in the spaces provided on the form, and fill in the corresponding bubbles for each item in black ink neatly, completely, and accurately, to ensure that the photoelectric scanner will read them correctly. Always use leading zeros (the month of February would be represented by "02," not "2"). To ensure your forms can be identified if they become separated from your package, write your Social Security Number at the top of each page of the application in the spaces provided.

There are eight (8) components of a complete application for this program. For the first five items, applicants must complete specific forms provided in the application package. The application package contains **no** forms for the last three items, which must be submitted by the applicant:

Forms to be completed by applicants:

1. DFP Registration Form.
2. DFP Minimum Eligibility Form.
3. Department of State Application for Employment (DS-1950).
4. General Knowledge Questionnaire.
5. **ONE** Career Track Specific Knowledge Questionnaire: Administrative, Consular, Economic, Political, **OR** Public Diplomacy.

No specific forms required:

6. Copies of diplomas, certificates, or other documentation of completion of academic obligations of the listed fellowship and PMI programs.
7. Documentation of completion of fellowship or PMI service obligations at the U.S. Department of State or its overseas posts. Such documentation may include copies of Department-issued form SF-50 (personnel action records), other Department of State employment records or certificates, or signed statements from fellowship or PMI program officers certifying completion of program service requirements at the Department of State.
8. A statement of interest of no more than two double-spaced typed pages. This is an opportunity for the candidate to discuss his/her motivation and general qualifications.

At various points in the package, you will be asked to respond to some optional questions. These questions were developed either to assist us in meeting legal and regulatory requirements, or to help improve the application process. Your responses to these questions are optional, and will not be used in any way in evaluating your qualifications. They will not be provided to the State Department as individually identifiable data but only in aggregate or summary form.

Instructions for Completing Diplomacy Fellows Program (DFP) Registration Form

- 1. Name** Print your last name, first name, and middle initial, one letter to a box. *Do not use nicknames or titles.* If your name contains an apostrophe, do not print this punctuation and do not leave a box blank where it would normally appear. Similarly, if a space appears in your name, do not leave a box blank. Use this form of your name in all correspondence with the Board of Examiners for the Foreign Service. If you register as Smith, John A., for example, do not later use Jack A. Smith.
- 2. Date of Birth** Enter your date of birth numerically; e.g., January 9, 1962 should be indicated as 01/09/1962. Fill in the corresponding bubbles. Note: Those over age 59 are not eligible to apply and entries before 1940 can not be scored.
- 3. Social Security Number** Enter the 9 digits of your Social Security Number (SSN) and fill in the corresponding bubbles. *Do not use hyphens.* Your SSN will be used throughout the selection process to identify you.
- 4. Gender** Fill in the appropriate bubble for your gender.
- 5. Disabled Code** Self-identification of disability status is essential for effective data collection and analysis. The information will be used for statistical purposes only. Self-identification is voluntary.
- Using the codes from the self-identification of disability on Page 6, please enter the appropriate disability status code by printing the digits in the boxes and by filling in the corresponding bubbles. In cases of multiple impairments, choose the code that describes the impairment that would result in the most substantial limitation.
- Privacy Act Statement: Collection of the requested information is authorized by the Rehabilitation Act of 1973 (P. L. 93.112). The information you furnish will be used for the purpose of producing statistical reports to show agency progress in hiring, placement, and advancement of handicapped individuals and to locate individuals for voluntary participation in surveys. The reports will be used to inform agency top management, the Office of Personnel Management (OPM), the Congress, and the public of the status of programs for employment of people with disabilities. All such reports will be in the form of aggregate totals and will not identify you in any way as an individual.
- 6 & 7. Undergraduate and Graduate Major** Locate your undergraduate and graduate major on the list on Page 7, enter the proper code numbers in the spaces provided, and fill in the corresponding bubbles. Enter only one major code in each section. If you have no major or your major is not listed, enter the appropriate code numbers.
- 8. Undergraduate and Averages (GPA)** The grade point average (GPA) is cumulative for all academic terms completed to date. The GPA includes all courses for which you received credit or that were recognized for credit by your degree granting institution. Undergraduate GPA (i.e., credit toward an undergraduate degree) and Graduate GPA should be computed separately. Graduate GPA should include credit in degree programs only. Fill in the correct digits in boxes on each side of the decimal (e.g. 3.0). Then darken the corresponding bubbles.

If your institution provides you with a cumulative GPA on the 4.0 scale, enter your GPA (rounded to the nearest tenth) in the appropriate boxes in question 8, and fill in the corresponding bubbles. Round 5 and above in the hundredths position to the next-highest tenth. For example, a GPA of 3.15 would be rounded to 3.2, and 3.24 would be rounded to 3.2.

If your school does not use the 4.0 scale, please use the table below to convert your grading system to that scale and calculate the average. Follow the instructions below for calculating your GPA.

If you have a measure of course credit other than semester, trimester, quarter, etc., that is not applicable to the 4.0 scale, leave this item blank.

If you have been out of college or graduate school for a number of years, estimate your GPA to the best of your ability.

Grading System Conversion

4.0 scale	A-F	100-0	1-5	Four passing grades	Three passing grades
4.0	A	90-100	1	Highest passing grade	Highest passing grade
3.0	B	80-89	2	Second highest passing grade	Second highest passing grade
2.0	C	70-79	3	Third highest passing grade	Third highest passing grade
1.0	D	60-69	4	Lowest passing grade	-
0.0	F	Below 60	5	Fail	Fail

9. Military Service

Fill in the number of years of military service that you have completed. If you have no military service, fill in "00." If you have more than zero, but less than one year of service, fill in "01."

10. When Did You Become Interested in the Foreign Service?

Fill in only one of the choices.

11. Previous Examination Experience

Indicate whether you have previously taken the Foreign Service Written Experience Examination. There is no penalty or advantage for having previously taken the written exam.

12. Highest Level of Education

Refer to the list shown below and fill in the box and the corresponding bubble on the Registration Form to indicate the highest level of education you have attained.

1. High School graduate
2. College study, no degree
3. College study, Associates degree
4. College study, Bachelor's degree
5. Graduate study, no graduate degree
6. Master's or Law degree or equivalent
7. Study above Master's or Law degree
8. Doctorate

13. Most Recent Educational Institution Attended

This refers to degree-seeking attendance only. If your degree was or will be earned by attending more than one institution, refer only to the institution awarding your degree. Print the name, city, and state of the institution on the lines provided. If you have a degree, write the year in which you obtained your degree in the boxes provided below the institution name and fill in the corresponding bubbles to the *right* of the boxes. Do the same for your graduate institution. Note: degrees awarded before 1950 can not be scored.

14. Describe Your Current or Most Recent Full-Time Paid or Volunteer Work

Fill in the bubble that indicates most closely the field in which you are or were actively working. Choose only one field.

15. Years of Full-Time Paid or Volunteer Work

Part time or volunteer work over a long period of time can be prorated into an approximate number of years for purposes of this question. If the total number is less than two digits, enter a zero before the number (e.g., 04). Fill in the corresponding bubbles below.

16. Diplomacy Fellowship Programs

Select the appropriate choice if you have completed the obligations, including service *at the Department of State or one of its overseas posts*, for any one of the *graduate* fellowship programs listed below since January 1, 1996, or if you will complete them before March 31, 2002. Write the number in the box, then darken the appropriate bubble.

1. American Association for the Advancement of Sciences (AAAS) Diplomacy Fellowship
2. Boren (National Security Education Program) Fellowship
3. Fascell Fellowship
4. Pickering Fellowship
5. Presidential Management Internship
6. None of the above

17. Overseas Experience

If you have lived or worked overseas, fill in the bubble that indicates most closely your type of experience while outside the United States. An *NGO* is a non-governmental organization working with the State Department overseas; an *IO* is an International Organization.

18. Years of Overseas Experience

Enter the number of years of your overseas experience in the appropriate spaces. If the total number is less than two digits, enter a zero before the number (e.g., 02). Then fill in the corresponding bubbles below each digit entered. If you have no overseas experience enter 00. If you have less than one year's experience enter 01.

19. How Did You Hear About this Foreign Service Entry Program?

Fill in only one space for the *principal* source listed, even though you may have learned about this Foreign Service Program from several sources.

20 & 21. Foreign Language Proficiency

If you have no proficiency in a language other than English, leave these items blank. Otherwise, from the list below, select the foreign language that you know best. Enter the digits of the code in the boxes and fill in the corresponding bubbles. Describe your proficiency in the same manner, using the table at the end of the list of languages. You may list up to two languages. **This is for statistical purposes only and will neither aid nor impede your being selected for the Foreign Service.**

Code for Languages:

01. Afrikaner	06. French	11. Korean	16. Swedish
02. Arabic	07. German	12. Norwegian	17. Russian
03. Chinese	08. Haitian-Creole	13. Portuguese	18. Other
04. Danish	09. Italian	14. Romanian	
05. Dutch	10. Japanese	15. Spanish	

Code for Language Proficiency Scale (developed by the Department of State's School of Language Studies.)

- 1. Elementary Proficiency* requires the ability to satisfy routine travel and courtesy needs and read the basic lesson material and common signs, etc.
- 2. Limited Working Proficiency* requires the ability to satisfy routine social and limited office needs and to read intermediate or simple colloquial texts.
- 3. General Professional Proficiency* requires the ability to speak accurately and with enough vocabulary to handle social representation and professional discussions within special fields of knowledge.
- 4. Advanced Professional Proficiency* requires the ability to speak and read the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency* requires language skills equivalent to that of the educated native speaker.

22. Racial/National Origin Identification (Voluntary)

The race and national origin categories for Federal statistics and administrative reporting are defined below.* Please identify yourself in terms of one of the following categories by filling in the appropriate bubble. If you are of mixed racial and/or national origin, please identify yourself by the category you most closely identify with.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the South Asian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, Philippines, Samoa, and Thailand.

Black, not of Hispanic origin. A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Does not include persons of Portuguese culture or origin.

White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, or Spanish culture or origin (see Hispanic).

Information on the race, national origin, and sex of applicants is collected in accordance with Title VII of the Civil Rights Act of 1964 as amended and Federal Sector Equal Employment Opportunity Regulations (29 C.F.R.1614.601). It is disclosed only in the form of gross statistics in reports, studies or other analyses to help ensure that agency personnel practices meet the requirements of Federal law. Providing this information is voluntary.

*The race and national origin categories defined above have been superseded by a more specific system of race and national origin designations that provides for multiracial identification if it is desired. The question is retained here in its previous form to provide for continuity in data collection. The new system is incorporated in question # 7 on page 6 of the U. S. Department of State application form (DS-1950), which is included in this application package. Please answer both forms of the question.

23. Mailing Address

Enter the address, one letter or number to a box, where you wish to receive your Notification of Results. Leave a blank where a space appears in the address. Omit vowels if necessary to fit an address within the boxes. Do not use the number sign “#.” Abbreviate such words as street, drive, and road.

24. State of Permanent Residence

Using official Postal Service abbreviations, enter the state in which you permanently reside, and fill in the appropriate bubbles.

25. Zip/Postal Code

Write your zip code in the boxes and then fill in the appropriate bubbles.
Caution to overseas candidates: Please use a complete mailing address that will ensure delivery of your Notification of Results.

26. Is Your Current Address Foreign?

If the address you entered in blocks 30 and 32 is outside the U.S., fill in the “Yes” bubble to indicate it is a foreign address. Otherwise, fill in the “No” bubble. APO/FPO addresses are not considered foreign, as mail going to them goes to a U.S. Post Office box.

27. Foreign Telephone

Use this block to enter your telephone number if you are currently residing in a foreign country. Write the complete telephone number in the space provided, including country code, city code and phone number.

28 & 29. U.S. Phone

Use these blocks to enter your work and home telephone numbers if you are currently residing in the U.S. Enter the appropriate telephone numbers where you can be reached, including area code for each, and fill in the corresponding bubbles. If you currently reside overseas, leave these items blank and complete #27.

30. Affirmation Signature, and Date

Sign your name as you would a legal document, and date the form.

Instructions for Completing Diplomacy Fellows Program Minimum Eligibility Form

Please answer all questions by filling in the appropriate bubble.

Disability Codes (for item 5)	
01 I do not wish to identify my handicap status.	65 Both legs, any part
05 I do not have a handicap.	66 Both arms, any part
06 I have a handicap but it is not listed below.	67 One side of body, including one arm and one leg
SPEECH IMPAIRMENTS	68 Three or more major parts of the body (arms and legs)
13 Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation {unclear language sounds}; stuttering; aphasia {impaired language function}; laryngectomy {removal of the "voice box" })	COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)
HEARING IMPAIRMENTS	70 One hand 73 Both arms
15 Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)	71 Both hands 74 One leg
16 Total deafness in both ears, with understandable speech	72 One arm 75 Both legs
17 Total deafness in both ears, and unable to speak clearly	76 Lower half of body, including legs
VISION IMPAIRMENTS	77 One side of body, including one arm and one leg
22 Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected-"Tunnel vision")	78 Three or more major parts of the body (arms and legs)
23 Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier)	OTHER IMPAIRMENTS
24 Blind in one eye	80 Heart disease with restriction or limitation of activity (History of heart problems with complete recovery)
25 Blind in both eyes (No usable vision, but may have some light perception)	81 Heart disease with restriction or limitation of activity
MISSING EXTREMITIES	82 Convulsion disorder (e.g., epilepsy)
27 One hand 32 One leg	83 Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia)
28 One arm 33 Both hands or arms	84 Diabetes
29 One foot 34 Both feet or legs	86 Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, asthma)
35 One hand or arm and one foot or leg	87 Kidney dysfunction (e.g., if dialysis {Use of an artificial kidney machine} is required)
36 One hand or arm and both feet or legs	88 Cancer - a history of cancer with complete recovery
37 Both hands or arms and one foot or leg	89 Cancer - undergoing surgical and/or medical treatment
38 Both hands or arms and both feet or legs	90 Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A)
NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)	91 Mental or emotional illness (A history of treatment for mental or emotional problems)
44 One or both hands 47 One or both legs	92 Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis {severe distortion of back})
45 One or both feet 48 Hip or pelvis	93 Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects {gross facial birthmarks, club feet, etc.})
46 One or both arms 49 Back	94 Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts {spoken or written}; e.g., dyslexia)
57 Any combination of two or more parts of the body	
PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)	
61 One hand 63 One leg, any part	
62 One arm, any part 64 Both hands	

College Major Code List

001	Accounting	045	English	084	Liberal Arts
002	Agriculture	046	Environmental Studies	085	Library Science
003	American Civilization	047	Finance	086	Linguistics
004	American Culture	048	Fine Arts	087	Literature
005	American Foreign Policy	049	Foreign Arts	088	Management Information Systems
006	Anthropology	Foreign Languages		089	Marketing
007	Archaeology	050	African (Native) Languages	090	Mathematics
008	Architecture	051	Arabic Languages	091	Medicine
Area Studies		052	Asian Languages	092	Meteorology
009	African Studies	053	Germanic Languages	093	Military Science
010	Chinese Studies	054	Romance Languages	094	Music
011	East Asian Studies	055	Slavic Languages	095	Peace and Conflict Studies
012	East European Studies	056	Forestry	096	Performance Arts
013	European Studies	057	Gender Policy	097	Personnel Management
014	Latin American Studies	058	Geography	098	Philosophy
015	Middle East Studies	059	Geology	099	Physical Education
016	Russian Studies	060	Government	100	Physics
017	Astronomy	061	Health Policy	101	Physiology
018	Biology	062	Hispanic Studies	102	Policy Analysis
019	Black Studies	063	History	103	Political and Economic Development
020	Botany	064	Industrial Management	104	Political Culture
021	Business	065	Industrial Relations	105	Political Management
022	Cartography	066	Information Technology	106	Political Psychology
023	Chemistry	International Studies		107	Political Science
024	Classics	067	International Agriculture	108	Political Theory
Communications		068	International Bargaining	109	Pre-Law
025	Advertising	069	International Conflict Resolution	110	Pre-Med
026	Film	070	International Economics	111	Psychology
027	Radio	071	International Health Management	112	Public Administration
028	TV	072	International Labor Relations	113	Public Policy
029	Comparative Politics	073	International Law	114	Religion
030	Computer Sciences	074	International Legal Studies	115	Science
031	Criminal Justice	075	International Nutrition	116	Science, Technology, and Public Policy
032	Criminology	076	International Organization	117	Security Policy Studies
033	Defense Policy	077	International Political Economy	118	Social Welfare
034	Development Studies	078	International Politics	119	Social Work
035	Diplomacy	079	International Relations	120	Sociology
036	Economics	080	International Trade and Finance	121	Statistics
037	Education	081	Journalism	122	Systems Analysis and Management
038	Education Policy	082	Labor Relations	123	Urban Planning
039	Energy and Natural Resources	083	Law	124	Zoology
Engineering				997	Other
040	Civil			998	No Major
041	Electrical				
042	Electronics				
043	Environmental				
044	Mechanical				

Department or Agency Code

01 = Department of Agriculture	29 = Office of Management and Budget
02 = Department of Commerce	30 = Office of Personnel Management
03 = Department of Education	31 = Peace Corps
04 = Department of Energy	32 = Pension Benefit Guaranty Corporation
05 = Department of Health and Human Services	33 = Securities and Exchange Commission
06 = Department of Housing and Urban Development	34 = Selective Service System
07 = Department of Interior	35 = Small Business Administration
08 = Department of State	36 = Smithsonian Institution
09 = Department of Transportation	37 = US Information Agency
10 = Department of Veterans Affairs	38 = US International Development Cooperation Agency
11 = Commission on Civil Rights	
12 = Consumer Product Safety Commission	Department of Defense
13 = Corporation for National Service (ACTION)	39 = Department of Air Force
14 = Environmental Protection Agency	40 = Department of the Army
15 = Equal Employment Opportunity Commission	41 = Department of the Navy
16 = Federal Communications Commission	42 = Defense Logistics Agency
17 = Federal Deposit Insurance Corporation	43 = Other DOD
18 = Federal Emergency Management Agency	Department of Justice
19 = Federal Labor Relations Authority	44 = US Marshals Service
20 = Federal Maritime Commission	45 = Other Justice Services
21 = Federal Mediation and Conciliation Service	Department of Labor
22 = Federal Trade Commission	46 = Bureau of Labor Statistics
23 = General Services Administration	47 = Other Labor Bureaus or Services
24 = Government Printing Office	Department of Treasury
25 = Interstate Commerce Commission	48 = Internal Revenue Service
26 = Library of Congress	49 = Secret Service
27 = Merit Systems Protection Board	50 = Other Treasury Services
28 = National Aeronautics and Space Administration	51 = OTHER

Instructions for Completing Specific Career Track Knowledge Questionnaire

Please complete only the ONE Specific Career Track Knowledge Questionnaire for the one career track to which you are applying. Then for the statements for that career track only, respond to the two rating scales. You should be aware that this set of knowledge areas represents a broad range of requirements for each career track within the Foreign Service. In addition, some knowledge areas are included for research purposes and will not be used in evaluating your qualifications. This set of knowledge areas is designed to allow individuals with varying backgrounds to effectively describe their experience. No applicant is expected to possess all of these knowledge areas.

All parts of the application are subject to verification. Deliberate attempts to falsify information may be grounds for not employing you or for dismissing you after you begin work.

In addition to indicating your level of knowledge for each area, select the one option that best describes how that knowledge was *primarily* obtained. If you indicate that you have *No Knowledge* of a particular area, you should leave the knowledge source rating **blank**. To indicate your intended response, darken the bubble corresponding to the rating scale below

Scale for Knowledge Level	
I have no knowledge of this area.	<input type="checkbox"/>
I have the knowledge to understand general issues and/or contribute opinions concerning topics in this area	<input type="checkbox"/>
I have the knowledge to contribute to a substantive technical discussion or to train novices about issues in this area.	<input type="checkbox"/>
I have the knowledge to teach at the college undergraduate level or to train entry-level professionals about issues in this area.	<input type="checkbox"/>
I have the knowledge to teach at the graduate level or train professionals in this area	<input type="checkbox"/>
I have the knowledge to write a textbook for graduate or undergraduate study in this area	<input type="checkbox"/>

Scale for Knowledge Source	
Reading / Personal Interest	<input type="checkbox"/>
On-the-Job Experience	<input type="checkbox"/>
Non-Academic Training Courses	<input type="checkbox"/>
Undergraduate Coursework	<input type="checkbox"/>
Graduate Coursework	<input type="checkbox"/>

REMEMBER, YOU SHOULD COMPLETE A SPECIFIC CAREER TRACK KNOWLEDGE QUESTIONNAIRE FOR ONE CAREER TRACK ONLY. IN OTHER WORDS, YOU SHOULD COMPLETE ONLY **ONE** OF THE FOLLOWING:

- Administrative
- Consular
- Public Diplomacy
- Economic
- Political

Diplomacy Fellows Program (DFP) Application Checklist

Note: this sheet is for your use only. Please do not submit it with the application.

- _____ I have completed the DFP Registration Form.
- _____ I have completed the DFP Minimum Eligibility Form.
- _____ I have completed the Application for Federal Employment (DS-1950).
- _____ I have completed **ONE** of the five Specific Career Track Knowledge Questionnaires.
- _____ I have completed the General (all career track) Questionnaire.
- _____ I have included documentation of completion of my fellowship program Academic requirements.
- _____ I have included documentation of completion of my fellowship program service requirements at the Department of State or its overseas posts.
- _____ I have included a two-page statement of interest.

Complete application packages must be mailed or sent by express/overnight delivery in time for receipt by September 17, 2001, at:

**U.S. Office of Personnel Management
Vacancy Announcement # DFP-01
4685 Log Cabin Drive
Macon, GA 31204-6317**

If you have any questions about submission of the application materials, please call **(478) 757-3090**.